



Working to Create Michigan's Future Today

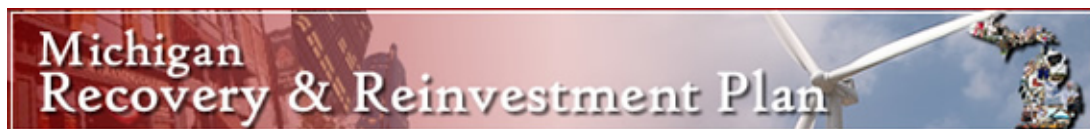
MICHIGAN ENERGY EFFICIENCY & CONSERVATION BLOCK GRANT PROGRAM

**Request for Proposals
for**

**Multi-Purpose Grants for Non-Entitlement Local Governments
&
LED (Light Emitting Diode) Demonstration Grants**

September 25, 2009 – October 22, 2009

**Jennifer M. Granholm, Governor
Stanley F. Pruss, DELEG Director and Chief Energy Officer**



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Michigan Energy Efficiency & Conservation Block Grant Program
Request for Proposals for
Multi Purpose Grants for Non-entitlement Local Governments
and
LED (Light Emitting Diode) Demonstration Grants

PART I

GENERAL INFORMATION

I-A Purpose

The purpose of the **Energy Efficiency & Conservation Block Grant Program (EECBG) Multi-Purpose Grants** is to assist eligible cities, townships and counties in implementing energy efficiency and conservation strategies that reduce fossil fuel emissions and total energy use, and that improve energy efficiency in the transportation, building and other sectors. The purpose of the **LED Demonstration Grants** is to assist local governments to implement projects that install Light Emitting Diode (LED) products, also known as Solid State Lighting and to increase general public awareness about the technology. This Request for Proposals (RFP) provides interested parties with sufficient information to enable them to prepare and submit their proposal(s) for consideration by the State of Michigan to receive one or both types of grants, if eligible.

I-B Eligibility Requirements

Michigan cities and townships with populations of less than 35,000 and Michigan counties other than Genesee, Jackson, Kent, Livingston, Macomb, Oakland, Ottawa, St. Clair, Washtenaw or Wayne are eligible to apply for a **Multi-Purpose Grant**. All incorporated Michigan cities, townships and counties are eligible to apply for an **LED Demonstration Grant**.

I-C Issuing Office and Funding Source

This RFP has been issued by the Bureau of Energy Systems (Issuing Office), Michigan Department of Energy, Labor & Economic Growth. The Bureau is the point of contact in the State for this RFP for purposes of grant administration. For technical assistance on program administration, the point of contact is Jan Patrick, Program Manager, DELEG Bureau of Energy Systems, 611 West Ottawa Street, P.O. Box 30221, Lansing, Michigan 48909; telephone number: (517) 241-6153; fax number: (517) 241-6229; email address: patrickj@michigan.gov.

Projects selected under this RFP will be funded by a federal grant allocated to the State of Michigan under the EECBG Program, authorized by the American Recovery and Reinvestment Act of 2009 (ARRA). The allocation of funds for these grants totals \$17.44 million (\$15.48 for **Multi-Purpose Grants** and \$1.96 million for **LED Demonstration Grants**) to:

- Promote energy savings
- Create and retain jobs
- Reduce greenhouse gas emissions

Funded activities must be started and completed expeditiously. Special consideration will be given to projects that promote and enhance the ARRA objectives listed above.

I-D Grant Award

There are two EECBG grant programs available through this RFP. They are the **Multi-Purpose Grants** for Non-Entitlement Local Governments and **LED Demonstration Grants** for Entitlement and Non-Entitlement jurisdictions. Eligible applicants may apply for one or both of the programs, but must submit a separate proposal for each. The Issuing Office will undertake Grant award negotiations with applicants whose proposals show them to be best qualified, responsible and capable of launching successful energy efficiency and conservation strategies that reduce fossil fuel emissions and total energy use and improve energy efficiency in their transportation and building operations and/or other sectors. Grants that may be awarded will be those that best accomplish state objectives.

The minimum grant award for the **Multi-Purpose Grant** is \$50,000; the maximum for city and township applicants will not exceed \$140,000; and eligible county projects cannot exceed \$650,000. The maximum grant award for multi-jurisdictional projects involving two or more eligible applicants will not exceed \$650,000. Project funding will be based on the estimated population of the applicant jurisdiction(s). (See Attachment B-1 for a general breakdown of the maximum grant amounts for which applicants can apply and Attachment B on how to calculate the maximum amount for a specific application.) There is no matching or cost-sharing requirement for these grants.

The minimum grant award for **LED Demonstration projects** is \$50,000 and the maximum will not exceed \$250,000. The **LED Demonstration** grants will cover 90% of equipment cost, but labor and educational costs must be covered by the grantee.

I-E Rejection of Proposals

The State reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State. This RFP is made for information or planning purposes only. The State will not award a grant solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

I-F Incurring Costs

The State of Michigan is not liable for any cost incurred by an applicant prior to issuance of a grant agreement.

I-G Preproposal Conference

No preproposal conference will be held for this RFP. Any inquiries should be submitted as outlined in Section I-H.

I-H Inquiries

Questions that arise as a result of this RFP must be submitted in writing to the Issuing Office by mail, email, or fax. Telephonic questions cannot be answered. All questions must be submitted on or before Friday, October 9, 2009.

I-I Changes to the RFP

Written answers to questions that change or substantially clarify the RFP will be posted on the Bureau of Energy Systems website at: www.michigan.gov/energyoffice.

I-J Response Date

Proposals must arrive at the Issuing Office by 5 pm, Thursday, October 22, 2009. Mail proposals to: Jan Patrick, Bureau of Energy Systems, P.O. Box 30221, Lansing, MI 48909 or hand deliver to: 611 W. Ottawa Street, 4th Floor Ottawa Bldg., Lansing, MI 48933. Applicants mailing proposals should allow normal delivery time to ensure timely receipt of their proposal(s). Proposals must be submitted as complete documents. Additional information pertaining to a proposal received after the due date and time will not be accepted.

I-K Proposals

To be considered, applicants must submit a complete response to this RFP, using the format provided in Part V. An original signature copy plus two additional copies of each proposal must be submitted to the Issuing Office. No other distribution of proposals shall be made by these applicants. An official who is authorized to bind the applicant(s) to its provisions must sign the proposal. For multi-jurisdictional applications, one official from the designated lead community must sign the proposal for this RFP. In addition, a letter of agreement between the multi jurisdictions must be submitted with the proposal. The proposal(s) must remain valid for at least sixty days.

I-L Acceptance of Proposal Content

The contents of this RFP and the proposal(s) of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations may result in cancellation of the award.

I-M Economy of Preparation

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the applicant's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional materials, and so forth, are not desired. Emphasis should be on completeness and clarity of content.

I-N Reserved

I-O Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the proposal whether or not that applicant performs them. Further, the State will consider the selected applicant to be the sole point of contact with regard to grant matters, including, but not limited to payment of any and all costs resulting from the anticipated grant. If any part of the work is to be subcontracted, the Grantee must notify the state and identify the subcontractor(s), including firm name and address, contact person, complete description of work to be subcontracted, and descriptive information concerning subcontractor's organizational abilities. The State reserves the right to approve subcontractors for the project and to require the Grantee to replace subcontractors found to be unacceptable. The Grantee is totally responsible for adherence by the subcontractor to all provisions of the Grant.

I-P Grant Payment Schedule

Payment for any grant entered into as a result of this RFP will be made according to the following:

Progress payments up to a total of 85% of the grant amount may be made to the grantee upon receipt and approval by the Project Manager of a billing statement stating that the work for which payment is requested has been performed in accordance with the terms of the grant. All invoices or other documentation sufficient to reflect properly all costs claimed to have been incurred in performing this grant shall be submitted with each billing statement. The payment of the final 15% of the grant amount shall be made only after the Project Manager and the Grand Administrator have received and approved the final report.

I-Q News Releases

News releases pertaining to this RFP or the project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

I-R Disclosure of Proposal Contents

All information in a bidder's proposal and any Grant resulting from this RFP is subject to the provisions of the Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL15.231, et seq.

I-S Copyrighted Materials

The selected applicants shall agree to grant to the State a nonexclusive, irrevocable license to reproduce, translate, publish, use, and dispose of all material developed as a result of this project. The selected applicants shall further agree not to copyright any material developed as a result of the project.

PART II **GENERAL PROVISIONS**

II-A Project Changes

Grantee must obtain prior written approval for major project changes from the Grant Administrator.

II-B Record Retention

The Grantee shall retain all financial records, supporting documents, statistical records, and all other pertinent records for a period of seven (7) years or greater as provided by law following the creation of the records or documents.

II-C Project Income

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be remitted to the Grantor. All other program income shall either be added to the project budget and used to further eligible program objectives or deducted from the total

program budget for the purpose of determining the amount of reimbursable costs. The final determination shall be made by the Grant Administrator.

II-D Share-in-savings

The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.

II-E Order of Spending

Unless otherwise required, Grantee shall expend funds in the following order: (1) private or local funds, (2) federal funds, and (3) state funds. Grantee is responsible for securing any required matching funds from sources other than the State.

II-F Purchase of Equipment

The purchase of equipment not specifically listed in the Budget must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

II-G Accounting

The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

II-H Audit

The Grantee agrees that the State may, upon 24-hour notice, perform an audit and/or monitoring review at Grantee's location(s) to determine if the Grantee is complying with the requirements of the Agreement. The Grantee agrees to cooperate with the State during the audit and/or monitoring review and produce all records and documentation that verifies compliance with the Agreement requirements. The Grantor may require the completion of an audit before final payment.

If the Grantee is a governmental or non-profit organization and expends the minimum level specified in OMB Circular A-133 (\$500,000 as of June 27, 2003) or more in total federal funds in its fiscal year, then Grantee is required to submit a Single Audit report to all agencies that provided federal funds to the entity during the fiscal year being audited.

If the Grantee is a commercial or for profit organization which is a recipient of Workforce Investment Act Title I funds and expends more than the minimum level specified in Office of Management and Budget (OMB) Circular A-133 (\$500,000 as of June 27, 2003), then the Grantee must have either an organization-wide audit conducted in accordance with A-133 or a program specific financial and compliance audit conducted. Section .320(a) of OMB Circular A-133 states the Single Audit report must be submitted to the Grantor within thirty days after

the completion of the audit, but no later than nine months after the end of the Grantee's fiscal year.

II-I Competitive Bidding

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

II-J Liability

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the grant amount.

II-K Intellectual Property

Grantee grants to the Grantor a non-exclusive, royalty-free, site-wide, irrevocable, transferable license to use the Deliverables and related documentation according to the terms and conditions of this Agreement. For the purposes of this license, "site-wide" includes any State of Michigan office regardless of its physical location.

The Grantor may modify the Deliverable and may combine the Deliverable with other programs or materials to form a derivative work. The Grantor will own and hold all copyright, trademarks, patent and other intellectual property rights in any derivative work, excluding any rights or interest in Deliverable other than those granted in this Agreement.

The Grantor may copy each Deliverable to multiple hard drives or networks unless otherwise agreed by the parties.

The Grantor will make and maintain no more than one archival copy of each Deliverable, and each copy will contain all legends and notices and will be subject to the same conditions and restrictions as the original. The Grantor may also make copies of the Deliverable in the course of routine backups for the purpose of recovery of contents.

In the event that the Grantee shall, for any reason, cease to conduct business, or cease to support the Deliverable, the Grantor shall have the right to convert these licenses into perpetual licenses, with rights of quiet enjoyment, but subject to payment obligations not to exceed the then current rates.

II-L Safety

The Grantee, all contractors, and subcontractors are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, contractors, and every subcontractor are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, all contractors and subcontractors shall secure all necessary certificates and

permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

II-M Indemnification

Inasmuch as each party to this grant is a governmental entity of the State of Michigan, each party to this grant must seek its own legal representation and bear its own costs; including judgments, in any litigation which may arise from the performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

II-N Cancellation

The State may terminate this Agreement without further liability or penalty to the State, its departments, divisions, agencies, offices, commissions, officers, agents and employees for any of the following reasons:

(1) Termination for Cause

In the event that Grantee breaches any of its material duties or obligations under this Agreement or poses a serious and imminent threat to the health and safety of any person, or the imminent loss, damage or destruction of any real or tangible personal property, the State may terminate this Agreement immediately in whole or in part, for cause, as of the date specified in the notice of termination. In the event that this Agreement is terminated for cause, in addition to any legal remedies otherwise available to the State by law or equity, Grantee shall be responsible for all costs incurred by the State in terminating this Agreement, including but not limited to, State administrative costs, reasonable attorneys' fees and court costs, and any reasonable additional costs the State may incur.

(2) Termination for Convenience

The State may terminate this Agreement for its convenience, in whole or part, if the State determines that such a termination is in the State's best interest. Reasons for such termination shall be left to the sole discretion of the State and may include, but not necessarily be limited to (a) the State no longer needs the Services or products specified in the Agreement, (b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the services no longer practical or feasible. The State may terminate this Agreement for its convenience, in whole or in part, by giving Grantee written notice at least thirty (30) days prior to the date of termination. If the State chooses to terminate this Agreement in part, the Budget shall be equitably adjusted to reflect those reductions.

(3) Non-Appropriation

Grantee acknowledges that continuation of this Agreement is subject to appropriation or availability of funds for this Agreement. If funds to enable the State to effect continued payment under this Agreement are not appropriated or otherwise made available (including the federal government suspending or halting the program or issuing directives preventing the State from continuing the program), the State shall have the right to terminate this Agreement, in whole or in part, at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Grantee. The State shall give Grantee at least thirty (30) days advance written notice of termination for non-appropriation or unavailability (or such time as is available if the State receives notice of the final decision less than thirty (30)

days before the funding cutoff). In the event of a termination under this section, the Grantee shall, unless otherwise directed by the State in writing, immediately take all reasonable steps to terminate its operations and to avoid and/or minimize further expenditures under the Agreement.

(4) Criminal Conviction

The State may terminate this Agreement immediately and without further liability or penalty in the event Grantee, an officer of Grantee, or an owner of a 25% or greater share of Grantee is convicted of a criminal offense incident to the application for, or performance of, a State, public or private contract or subcontract or grant; convicted of a criminal offense, including any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State reflects upon Grantee's business integrity.

(5) Approvals Rescinded

The State may terminate this Agreement without further liability or penalty in the event any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, § 5, and Civil Service Rule 7-1. Termination may be in whole or in part and may be immediate as of the date of the written notice to Grantee or may be effective as of the date stated in such written notice.

II-O No State Employees or Legislators

No member of the Legislature or Judiciary of the State of Michigan or any individual employed by the State shall be permitted to share in this Agreement, or any benefit that arises from this Agreement.

II-P Non-Discrimination

In the performance of the Agreement, Grantee agrees not to discriminate against any employee or applicant for employment, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability. Grantee further agrees that every subcontract entered into for the performance of this Agreement will contain a provision requiring non-discrimination in employment, as here specified, binding upon each subcontractor. This covenant is required pursuant to the Elliott Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq. and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., and any breach of this provision may be regarded as a material breach of the Agreement.

II-Q Unfair Labor Practices

Pursuant to 1980 PA 278, MCL 423.231, et seq., the State shall not award a grant or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to section 2 of the Act. This information is compiled by the United States National Labor Relations Board. A Grantee, in relation to the Agreement, shall not enter into a contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to section 4 of 1980 PA 278, MCL 423.324, the State may

void any Agreement if, subsequent to award of the Agreement, the name of Grantor as an employer or the name of the subcontractor, manufacturer or supplier of Grantor appears in the register.

II-R Certification Regarding Debarment

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

II-S Illegal Influence

(1) The Grantee certifies, to the best of his or her knowledge and belief that:

(a) No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

(b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all sub recipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(2) The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

II-T Governing Law

The Agreement shall in all respects be governed by, and construed in accordance with, the substantive laws of the State of Michigan without regard to any Michigan choice of law rules

that would apply the substantive law of any other jurisdiction to the extent not inconsistent with, or pre-empted by federal law.

II-U Compliance with Laws

Grantee shall comply with all applicable state, federal, and local laws and ordinances (“Applicable Laws”) in performing this Agreement.

II-V Jurisdiction

Any dispute arising from the Agreement shall be resolved in the State of Michigan. With respect to any claim between the parties, Grantee consents to venue in Ingham County, Michigan, and irrevocably waives any objections it may have to such jurisdiction on the grounds of lack of personal jurisdiction of such court or the laying of venue of such court or on the basis of forum non convenes or otherwise. Contractor agrees to appoint agents in the State of Michigan to receive service of process.

II-W Assignment

Grantee shall not have the right to assign the Agreement, or to assign or delegate any of its duties or obligations under the Agreement, to any other party (whether by operation of law or otherwise), without the prior written consent of the Grantor. Any purported assignment in violation of this section shall be null and void.

II-X Entire Agreement

The Agreement, including any Attachments, constitutes the entire agreement between the parties with respect to the grant and supersedes all prior agreements, whether written or oral, with respect to such subject matter.

II-Y Independent Contractor Relationship

The relationship between the State and Grantee is that of client and independent Contractor. No agent, employee, or servant of Grantee or any of its Subcontractors shall be or shall be deemed to be an employee, agent or servant of the State for any reason. Grantee will be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of the Agreement.

II-Z Conflicts

In the event of a conflict between the terms of this Agreement and any federal or state laws or regulations, the federal or state laws or regulations will supersede any contrary term contained in this Agreement.

II-AA Terms and Conditions for ARRA Funded Grants

Terms and Conditions for American Recovery and Reinvestment (ARRA) of 2009 Funded Grants

Sub-Recipients Requirements

Grantee shall include these terms, including this requirement, in any of its subcontracts or subgrants in connection with projects funded in whole or in part with funds available under the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5.

Reporting & Registration Requirements (Section 1512)

Division A, Title XV, Section 1512 of the ARRA outlines reporting requirements. Not later than ten calendar days after the end of each calendar quarter, the State must submit a report that, at a minimum, contains the information specified in Section 1512 of the ARRA. It is imperative all grants involving the use of ARRA funds include requirements that the Grantee supply the State with the necessary information to provide these reports (see RFP Section 1.042 Reports) in a timely manner. More detail will follow regarding the timing and submission of reports.

The Grantee's failure to provide complete, accurate, and timely reports shall constitute an "Event of Default". Upon the occurrence of an Event of Default, the state department or agency may terminate this grant upon 30 days prior written notice if the default remains uncured within five calendar days following the last day of the calendar quarter, in addition to any other remedy available to the state department or agency in law or equity.

Buy American Requirement (Section 1605)

Designated country means:

- (1) A World Trade Organization Government Procurement Agreement country,
- (2) A Free Trade Agreement (FTA) country, or
- (3) A United States-European Communities Exchange of Letters country

Countries not in the Addendum to Part II include Bahrain, Canada, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Morocco, Nicaragua, Oman and Peru.

REQUIRED Use of American Iron, Steel, and Other Manufactured Goods

(a) **Definitions.** As used in this Section 5.020 —

"Designated Country" means Aruba, Australia, Austria, Belgium, Bulgaria, Chile, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea (Republic of), Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Singapore, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, and United Kingdom.

"Designated country iron, steel, and/or manufactured goods" mean iron, steel and/or a manufactured good that:

- (1) Is wholly the growth, product or manufacture of a Designated Country; or
- (2) In the case of a manufactured good that consists in whole or in part of materials from another country, has been substantially transformed in a Designated Country into a new and different manufactured good distinct from the materials from which it was transformed.

"Domestic iron, steel and/or manufactured good" is iron, steel and/or a manufactured good that:

- (1) Is wholly the growth, product or manufacture of the United States; or
- (2) In the case of a manufactured good that consists in whole or in part of materials from another country, has been substantially transformed in the United States into a new and different manufactured good distinct from the materials from which it was transformed. There is no requirement with regard to the origin of components or subcomponents in manufactured goods or products, as long as the manufacture of goods occurs in the United States.

“Federal Agency” means the department or agency of the federal government that awarded funds to the State of Michigan from the ARRA that finance the project described in this RFP.

“Foreign iron, steel and/or manufactured good” means iron, steel and/or manufactured good that is not domestic or Designated country iron, steel and/or manufactured goods.

“Manufactured good” means a good brought to the construction site for incorporation into the building or work that has been--

- (1) Processed into a specific form and shape; or
- (2) Combined with other raw material to create a material that has different properties than the properties of the individual raw materials.

“Public building” and “public work” means a public building of, and a public work of, a governmental entity (the United States; the District of Columbia; commonwealths, territories, and minor outlying islands of the United States; State and local governments; and multi-State, regional, or interstate entities which have governmental functions). These buildings and works may include, without limitation, bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, pumping stations, heavy generators, railways, airports, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, and canals, and the construction, alteration, maintenance, or repair of such buildings and works.

“Steel” means an alloy that includes at least 50 percent iron, between .02 and 2 percent carbon, and may include other elements.

(b) *Domestic preference.*

- (1) This term and condition implements:
 - (i) Section 1605(a) of Division A, Title XVI of the ARRA by requiring that all iron, steel, and manufactured goods used in the public building or public work are produced in the United States; and
 - (ii) Section 1605(d) of Division A, Title XVI of the ARRA, which requires the application of the Buy American requirement in a manner consistent with U.S. obligations under international agreements. The restrictions of Section 1605 of the ARRA do not apply to Designated country iron, steel, and/or manufactured goods procured for projects with an estimated value of \$7,433,000 or more.
- (2) The Grantee shall use only domestic or Designated country iron, steel and/or manufactured goods in performing work funded in whole or in part with funds available under the ARRA, except as provided in subparagraphs (3) and (4) of this paragraph (b).
- (3) The requirement in paragraph (2) of this Section 5.022(b) does not apply to the material listed by the Federal Agency as follows:

[List applicable excepted materials or indicate “none”]

- (4) The Federal Agency may add other iron, steel, and/or manufactured goods to the list in paragraph (b) (3) of this Section if the Federal government determines that—
 - (i) The cost of the domestic iron, steel, and/or manufactured goods would be unreasonable. The cost of domestic iron, steel, or manufactured goods used in the project is unreasonable when the cumulative cost of such material will

- increase the cost of the overall project by more than 25 percent;
 - (ii) The iron, steel, and/or manufactured good is not produced, or manufactured in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or
 - (iii) The application of section 1605 of the ARRA would be inconsistent with the public interest.
- (c) *Request for determination of inapplicability of Section 1605 of the ARRA.*
 - (1)(i) Any Bidder's request to use foreign iron, steel, and/or manufactured goods in accordance with paragraph (b) (4) of this Section shall include adequate information for Federal Agency evaluation of the request, including—
 - (A) A description of the foreign and domestic iron, steel, and/or manufactured goods;
 - (B) Unit of measure;
 - (C) Quantity;
 - (D) Cost;
 - (E) Time of delivery or availability;
 - (F) Location of the project;
 - (G) Name and address of the proposed supplier; and
 - (H) A detailed justification of the reason for use of foreign iron, steel, and/or manufactured goods cited in accordance with paragraph (b)(3) of this term and condition.
 - (ii) A request based on unreasonable cost shall include a reasonable survey of the market and a completed cost comparison table in the format in paragraph (d) of this Section.
 - (iii) The cost of iron, steel, and/or manufactured goods material shall include all delivery costs to the construction site and any applicable duty.
 - (iv) Any Grantee's request for a determination submitted after ARRA funds have been obligated for a project for construction, alteration, maintenance, or repair shall explain why the Grantee could not reasonably foresee the need for such determination and could not have requested the determination before the funds were obligated. If the Grantee does not submit a satisfactory explanation, the Federal Agency need not make a determination.
- (2) If the Federal Agency determines after funds have been obligated for a project for construction, alteration, maintenance, or repair that an exception to section 1605 of the ARRA applies, the State will amend the grant to allow use of the foreign iron, steel, and/or relevant manufactured goods. When the basis for the exception is nonavailability or public interest, the amended grant shall reflect adjustment of the grant amount, redistribution of budgeted funds, and/or other actions taken to cover costs associated with acquiring or using the foreign iron, steel, and/or relevant manufactured goods. When the basis for the exception is the unreasonable cost of the domestic iron, steel, or manufactured goods, the State shall adjust the award amount or redistribute budgeted funds by at least the differential established in 2 CFR 176.110(a).
- (3) Unless the Federal Agency determines that an exception to section 1605 of the ARRA applies, use of foreign iron, steel, and/or manufactured goods is noncompliant with section 1605 of the American Recovery and Reinvestment Act.
- (d) **Data.** To permit evaluation of requests under subparagraph (b)(4) of this Section based on unreasonable cost, the Bidder shall include the following information and any applicable supporting data based on the survey of suppliers:

FOREIGN AND DOMESTIC ITEMS COST COMPARISON				
Description	Unit of Measure	Quantity	Cost (Dollars)*	
Item 1:				
Foreign steel, iron, or manufactured good	_____	_____	_____	
Domestic steel, iron, or manufactured good	_____	_____	_____	
Item 2:	_____	_____	_____	
Foreign steel, iron, or manufactured good	_____	_____	_____	
Domestic steel, iron, or manufactured good				
<p>[List name, address, telephone number, email address, and contact for suppliers surveyed. Attach copy of response; if oral, attach summary.]</p> <p>[Include other applicable supporting information.]</p> <p>[* Include all delivery costs to the construction site.]</p>				

Notice of Required Use of American Iron, Steel, and Other Manufactured Goods

REQUIRED USE OF AMERICAN IRON, STEEL, AND MANUFACTURED GOODS—SECTION 1605 OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

- (a) Definitions. “Designated country iron, steel and/or manufactured goods,” “domestic iron, steel and/or manufactured goods,” “Federal Agency,” “Foreign iron, steel and/or manufactured good,” “Manufactured good,” “public building and public work,” and “steel,” as used in this Section, are defined in Section 5.022(a).
- (b) **Requests for determinations of inapplicability.** A prospective Bidder requesting a determination regarding the inapplicability of section 1605 of the ARRA should submit the request to the Federal Agency in time to allow a determination before submission of applications or proposals. Bidders should provide a copy of this request to DELEG. The prospective applicant shall include the information and applicable supporting data required by paragraphs (c) and (d) of Section 5.022 of this RFP in the request. If Bidder has not requested a determination regarding the inapplicability of Section 1605 of the ARRA before submitting its application or proposal, or has not received a response to a previous request, the applicant shall include the information and supporting data in the application or proposal. The Federal Agency is sole entity authorized to make determinations regarding the inapplicability of Section 1605 of the ARRA.
- (c) *Evaluation of project proposals.*
If the Federal Agency determines that an exception based on unreasonable cost of domestic iron, steel, and/or manufactured goods applies, the State will evaluate a project requesting an exception to the requirements of section 1605 of the ARRA by adding to the estimated total cost of the project 25 percent of the project cost, if foreign iron, steel, or manufactured goods are used in the project based on unreasonable cost of comparable manufactured domestic iron, steel, and/or manufactured goods.
- (d) Alternate project proposals.
- (1) When a project proposal includes foreign iron, steel, and/or manufactured goods, other than Designated country iron, steel and/or manufactured goods, not listed in paragraph (b)(3) of the Section 6.022, the Bidder also may submit an alternate proposal based on use of equivalent domestic iron, steel, and/or manufactured goods.
 - (2) If an alternate proposal is submitted, the Bidder shall submit a separate cost comparison table prepared in accordance with paragraphs (c) and (d) of Section

5.022 the this RFP for the proposal that is based on the use of any foreign iron, steel, and/or manufactured goods for which the Federal Agency has not yet determined an exception applies.

- (3) If the Federal Agency determines that a particular exception requested in accordance with paragraph (b) of Section 5.022 of this RFP does not apply, the State will evaluate only those proposals based on use of the equivalent domestic or designated country iron, steel, and/or manufactured goods, and the Grantee shall be required to furnish such domestic or designated country items.

Wage Rate Requirements (Section 1606)

All laborers and mechanics employed by grantees, subgrantees, contractors and subcontractors on projects funded in whole or in part with funds available under the ARRA shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality, as determined by the United States Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40 of the United States Code. (See ARRA Sec. 1606 & RFP Section 2.204 Prevailing Wage). The Secretary of Labor's determination regarding the prevailing wages applicable in Michigan is available at <http://www.gpo.gov/davisbacon/mi.html>.

Inspection & Audit of Records

The Grantee shall permit the United States Comptroller General or his representative or the appropriate inspector general appointed under section 3 or 8G of the Inspector General Act of 1998 or his representative (1) to examine any records that directly pertain to, and involve transactions relating to, this grant; and (2) to interview any officer or employee of the Grantee or any of its subcontractors/subgrantees regarding the activities funded with funds appropriated or otherwise made available by the ARRA.

Whistle Blower Protection for Recipients of Funds

Grantee shall not discharge, demote or otherwise discriminate against an employee for disclosures by the employee that the employee reasonably believes are evidence of: (1) gross mismanagement of a contract or grant relating to Covered Funds; (2) a gross waste of Covered Funds; (3) a substantial and specific danger to public health or safety related to the implementation or use of Covered Funds; an abuse of authority related to implementation or use of Covered Funds; or (5) a violation of law, rule, or regulation related to an agency grant (including the competition for or negotiation of a grant) or grant, awarded or issued relating to Covered Funds. In this Subsection, "Covered Funds" shall have the same meaning as set forth in Section 1553(g)(2) of Division A, Title XV of the ARRA.

- (a) Recipient must post notice of the rights and remedies available to employees under Section 1553 of Division A, Title XV of the ARRA. (For the Michigan Civil Service Whistle Blowers Rule 2-10 link to: http://www.michigan.gov/mdcs/0,1607,7-147-6877_8155-72500--,00.html)
- (b) The Grantee shall include the substance of this clause including this paragraph (b) in all subcontracts and subgrants.

Funding of Programs

The Grantee acknowledges that the programs supported with temporary federal funds made available by the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, will not be continued with state financed appropriations once the temporary federal funds are expended.

Fixed Price- Competitively Bid

Grantee, to the maximum extent possible, shall award any subgrants or subcontracts funded, in whole or in part, with ARRA funds as fixed-price contracts through the use of competitive procedures.

Segregation of Costs

Grantee shall segregate obligations and expenditures of ARRA funds from other funding. No part of funds made available under the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, may be comingled with any other funds or used for a purpose other than that of making payments for costs allowable under the ARRA.

Publication

All grant solicitations funded in whole or in part with ARRA funds will be posted on the respective DELEG bureau website. All grants resulting from the ARRA will be published on the State of Michigan's Recovery Web site, www.michigan.gov/recovery.

Grantee shall include the Michigan Recovery logo on all signage or other publications in connection with the activities funded by the State of Michigan through funds made available by the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5.

Publication

- (a.) You are encouraged to publish or otherwise make publicly available the results of the work conducted under the award.
- (b.) An acknowledgement of Federal support and a disclaimer must appear in the publication of any material, whether copyrighted or not, based on or developed under this project as follows:

Acknowledgement: "This material is based upon work supported by the Department of Energy under Award Number(s) *DE-EE0000166*."

Disclaimer: "This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, make any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof."

Buy Michigan Preference

A preference is given to products manufactured or services offered by Michigan-based firms if all other things are equal and if not inconsistent with federal statute (see MCL 18.1261).

Non- Discrimination

The Grantee shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and other civil rights laws applicable to recipients of Federal financial assistance (see RFP Section 2.201 Non-Discrimination).

Prohibition on Use of Funds

None of the funds made available under this grant may be used for any casino or other gambling establishment, aquarium, zoo, golf course, swimming pools, or similar projects.

False Claims Act

The Grantee shall promptly refer to an appropriate federal inspector general any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor or other person has committed a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds.

Conflicting Requirements

Where ARRA requirements conflict with existing state requirements, ARRA requirements control.

Job Opportunity Posting Requirements

Grantee shall post notice of job opportunities created in connection with activities funded in whole or in part with ARRA funds in the Michigan Talent Bank, www.michworks.org/mtb.

PART III **WORK STATEMENT**

III-A Purpose

The purpose of the **Energy Efficiency & Conservation Block Grant Program (EECBG) – Multi-Purpose Grants** is to assist eligible cities, townships and counties in implementing energy efficiency and conservation strategies to reduce fossil fuel emissions and total energy use and to improve energy efficiency in the transportation, building and other sectors. The purpose of the **LED Demonstration Grants** is to assist eligible local governments to implement projects that install Light Emitting Diode (LED) products, also known as Solid State Lighting, and to increase public awareness of the technology. This Request for Proposal (RFP) provides interested parties with sufficient information to enable them to prepare and submit proposals for consideration by the State of Michigan to receive either or both types of grants, as eligible.

III-B Problem Statement

Annually, millions of energy dollars leave Michigan due to inefficiencies in our building, transportation and other sectors. These inefficiencies contribute a significant amount of pollution to the environment. Michigan cities, townships and counties need to develop and implement energy efficiency and conservation strategies and projects to increase energy efficiency, reduce energy consumption and improve air quality in their communities.

Light Emitting Diodes (LEDs) are being given a special focus in this RFP because they offer a long lasting, energy efficient alternative to traditional lighting sources but are not yet commonplace in Michigan. The often cited reasons for reluctance to buy LEDs are a higher upfront costs and lack of understanding of their benefits.

III-C Objectives

All proposed projects should accomplish the following objectives:

- To improve energy efficiency in the building and/or transportation sectors of the community.
- To reduce greenhouse gas emissions.
- To reduce total energy use.
- To stimulate the local economy through creation and retention of jobs

In addition, **LED Demonstration Grant** proposals should also accomplish the following objectives.

- To upgrade existing lighting with LED products
- To inform and demonstrate the benefits of LED products to the community.

III-D Tasks

Tasks described will vary depending on the category of project being proposed. For **Multi-Purpose Grant** proposals, provide sufficient detail to describe each task that is important for the successful completion of the project. Include completing timely quarterly progress reports and the final project report in the proposed list of tasks. The activity areas that are eligible for funding can be found in Attachment A at the end of this RFP.

For **LED Demonstration Grants**, funding will be available for both outdoor (street lighting, traffic signals, parking structures, etc) and indoor projects (office, lobby meeting rooms, etc). The project must also include an informational component for public education on the LED project. Proposals should provide a work plan that describes each task required to accomplish the project objectives. Applicants should also include information on who will perform each task and a timeline for completion. Following are suggested guidelines for project tasks; however, an applicant should consider including additional tasks deemed necessary for completion of the project.

1. Identify and assemble a project team to implement the project. This would include organizational team members as well as all relevant project partners. Identify the roles and responsibilities of all team members and project partners.
2. Create a project plan outlining the general aspects of the project. Identify contractual services that may be required for project completion.
3. Develop bid documents and solicit bid proposals for system equipment, vendor quotations, or contractor proposals.

4. Review, select and complete necessary contractor agreements, equipment purchase orders and order all necessary supplies.
5. Manage project development and implementation, contractor oversight and equipment installation.
6. Complete the information, education, and/or demonstration plan for the project. For example, this could include media outreach, promotional and marketing efforts, print materials and educational brochures, design permanent on-site display for pedestrian traffic, web site design, dedication ceremony content and promotion, and the design of evaluation questionnaire/tools for the project.
7. Evaluate the effectiveness of the educational impact of the display, brochures, and other materials to educate the public about LED technology and its benefits. This can be accomplished through surveys, questionnaires, or interviews of on-site visitors.
8. Complete quarterly project status reports, financial status reports, and a Final Project Report.

PART IV

PROJECT CONTROL AND REPORTS

IV-A Project Control

1. The selected applicant(s) will carry out the project under review of the State project manager. The Michigan Department of Energy, Labor and Economic Growth grant administrator will have final authority over the agency/grantee agreement.
2. Along with continuous liaison with the selected applicant(s), the State project manager will meet periodically with the selected applicant's project manager for the purpose of reviewing progress and giving necessary guidance to the selected applicant in solving problems which may arise.

IV-B Reports

1. The selected applicants will provide the State project manager with quarterly progress reports as described in the grant agreement. At a minimum, the reports will outline the work accomplished during the reporting period, work to be accomplished during the next reporting period, real or anticipated problems that should be brought to the attention of the State project manager and notification of any significant deviation from previously agreed-upon work plans. Each progress report will also provide information on jobs created and/or retained, energy savings on a per dollar invested basis, renewable energy capacity installed (if applicable), greenhouse gas emissions reduced and funds leveraged. A project payment request should be included with each quarterly progress report.
2. A final project report as described in the grant agreement must be submitted to the State project manager before the final grant payment is made. The selected applicant will submit a final project report within 30 days following the grant period expiration. At a minimum, the final report will contain:
 - a. A summary of the grantee's goals and objectives for the project and a description of how State funds were used to contribute to the accomplishment of these goals and objectives.
 - b. A summary of the activities undertaken with grant funds.

- c. A discussion of anticipated and actual impacts of the project. Indicate specifically benefits attributable to State funding and more general impacts/benefits accruing as a result of the total project. If the project does not fully achieve the expected impacts, the Grantee shall provide an explanation of the reasons why the impact was less than expected. This section should include information for the entire grant period on number of jobs created and/or retained, energy savings on a per dollar invested basis, renewable energy capacity installed (if applicable), greenhouse gas emissions reduced and funds leveraged.
- d. The expenditure of State and Local funds for this project shall be reported by line item and compared to the approved grant budget.

PART V

INFORMATION REQUIRED FROM APPLICANTS

Grant proposals must be submitted in the format outlined below:

Cover Page –Attachment G is required as the cover sheet for each submitted proposal. Please provide name(s) of applicant organization(s), a contact for proposal information (include title, organization, email address and phone number), estimated population of applicant(s) from 2007 Census, applicant, grant and project type and the grant amount requested. Indicate if National Environmental Policy Act questionnaire was attached for each activity area that is not designated as a categorical exclusion (See RFP – Attachments A & D), indicate the status of State Historic Preservation Office review for building-related projects. Please complete and attach SHPO questionnaire (Attachment E) to your proposal, if indicated. Briefly describe the scope of your project in the space provided.

V-A Identification of Organization

State the full name and address of the organization and, if applicable, other subordinate element(s) that will perform, or assist in performing, the work hereunder. Include the organization's federal identification number.

V-B Authorized Negotiators

Include the names and phone numbers of personnel authorized to negotiate the proposed grant agreement with the State. Include the signature of the person authorized to commit the organization to the project.

V-C Management Summary

Describe in narrative form how the project will be managed by the organization. Identify the project manager and the person(s) responsible for financial management and reporting. Include quality assurance measures to prevent errors, fraud and waste internally and in contracting for goods and services. Describe how the project will be evaluated.

V-D Statement of the Problem

State in succinct terms the applicant's understanding of the problem presented by this RFP and how it applies to the applicant's situation.

V-E Work Plan

Describe in narrative form the scope of the project to be undertaken and technical plan for accomplishing the work. Indicate the number of staff hours allocated to each task. Include a time-related chart, showing each event, task and decision point in the work plan.

V-F National Environmental Policy Act Questionnaire

Complete the National Environmental Policy Act questionnaire (Attachment D, Form GO-EF-1). You do not need to complete this questionnaire if your project activity area was identified as a categorical exclusion by DOE, meaning that its implementation is unlikely to have a harmful environmental impact. [See Attachment A for the EECBG categorical exclusions.]

NOTE: Prior to the expenditure of Federal funds to implement these activities, the [state] Recipient is required to provide documentation to the DOE Project Officer demonstrating that it [and sub grant recipients] prepared a disposal plan for sanitary or hazardous waste generated by the proposed activities. Sanitary or hazardous waste includes, but is not limited to, old light bulbs, lead ballasts, piping, roofing material, discarded equipment, debris, asbestos, etc.

The DOE Contracting Officer considers compliance with the above clause complete only after the [state] Recipient has submitted documentation to DOE for its review, and DOE has provided written approval to the [state] Recipient of its proposed plan to dispose of its sanitary or hazardous waste.

V-H State Historic Preservation Office (SHPO) Review

Prior to the expenditure of federal funds, all building-related projects must undergo Section 106 Review of the National Historic Preservation Act of 1966 regardless of the historic significance of the project buildings(s). Section 106 review applies to projects that include historic properties listed in or eligible for listing in the National Register of Historic Places that have potential to be affected by other building-related projects. To avoid any potential adverse effects, the review requires applicants to complete the Section 106 questionnaire for each and any building-related project. Specifically, Attachment E of this RFP must be completed to comply with the SHPO Section 106 review process for this grant. For further information on the Section 106 process and the Michigan State Historic Preservation Office, please refer to: http://www.michigan/hal/0,1607-160-17449_18638_21819-57476--00.html.

NOTE: The DOE Contracting Officer will consider compliance with Section 106 of the SHPO complete only after the [state] Recipient has submitted necessary documentation to the SHPO for its review, and the SHPO has provided written concurrence to the [state] Recipient that it does not object to its Section 106 finding or determination. Section 110 (k) of the NHPA applies to DOE funded activities, therefore, Recipients shall avoid taking any action that results in an adverse effect to historic properties pending compliance with Section 106.

V-I Prior Experience

Prior experience in project and/or grant management is important to the selection of a grantee. Proposals submitted should include a description of the applicant organization's experience in these areas.

V-J Personnel

The applicant(s) must be able to staff a project team, which clearly possesses talent and experience in project and grant management. Include the number of persons by skill and qualifications that will be employed in the work. Show the inclusive periods that each individual will devote to the work by task (hours per person). Identify key personnel by name and title and provide a resume or brief biographical summary for each.

V-K Time Frame

To assist in preparation of the proposal, the State anticipates that a portion of selected projects (requiring up to the 50% federal allocation of awarded funds) will start in December 2009 and should be completed by December 2010. The remaining selected projects will have a delayed start date expected to be in March 2010 when the state receives its remaining federal spending authority, and these projects should be completed by March 2011. All selected project contacts will be notified of their projected start date.

V-L Budget Considerations

Applicants must submit a proposed budget for this project. Include any appropriate narrative explanations. The grant will be paid out according to the Grant Payment Schedule on page 7 and/or any approved amendment to the budget. The following budget format is suggested.

<u>Line Item</u>	<u>State</u>	<u>Applicant</u>	<u>Other</u>	<u>Total</u>
Personnel/fringes*				
Contractual Services (Specify)				
Equipment				
Supplies/Materials				
Travel (provide details)				
Indirect (may not exceed 10% of direct costs)*				
Other (Specify)				
TOTALS				

*** No more than 10% may be spent on administrative expenses.**

Personnel/fringes – Include the name of each staff person to be paid by grant funds, job title, anticipated # of hours to be worked, hourly rate, fringe benefits and how fringe benefit amounts were derived.

Contractual Services – See Section II-I.

Equipment, Supplies/Materials – Please specify unit(s) and unit cost

Travel – State Of Michigan travel rates must be used (see Attachment C).

Other – Please specify item(s) and costs.

NOTE: If applying for the **LED Demonstration Grant**, the grant will cover 90% of the equipment costs; the remaining 10% of the equipment costs and all labor, educational and other costs must be covered by the grantee.

The Issuing Office will expect to share in any cost savings realized by the selected applicant. Therefore, final grant reimbursement will be based on actual line item expenditures. If your grant requires a match, the Issuing Office's final share of each line item expenditure will be paid out at the proportionate rate of participation as established by that line item in the grant budget and/or any approved amendment to the budget.

V-M Additional Information and Comments

Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP.

V-N Authorization to Submit Proposal

Please sign the proposal and include the following language:

I certify that all information contained in the proposal is true to the best of my knowledge and belief, and that the organization is in compliance and agreement with all sections of the request for proposal.

The Authorized Signatory and Title, Name of Organization, Telephone Number and E-mail Address

PART VI **SELECTION CRITERIA**

All proposals received shall be subject to an evaluation by the Issuing Office. This evaluation will be conducted in a manner appropriate to select the organization(s) for the purpose of entering into a grant to perform this project.

All proposals will receive an initial screening to insure that the eligibility criteria are met. Any proposals not meeting the eligibility requirements described in I-B will be rejected automatically. Proposals meeting the eligibility requirements will be evaluated according to the selection criteria and weighting factors listed below.

VI-A Proposed Project (25 points)

How does the proposed project reflect the vision, goals and objectives laid out in the plan? How quickly can the project be implemented? Is there a project timeline with tasks needed to complete the project expeditiously? Is there a strategy to not only successfully implement the project, but to continue promoting energy efficiency & conservation in the community?

VI-B Job Creation/Retention (15 points)

How will the project create and/or retain local and/or Michigan-based jobs? What types of jobs and how many will be created/retained? Permanent, temporary, full-time, part-time, contract? As a result of your project, how many of these jobs were created in your community? Does your proposal indicate how job creation/retention numbers were determined?

VI-C Energy Savings & Cost Effectiveness/Reduction of Greenhouse Gases (25 points)

Does the proposal demonstrate that cost effective energy savings and reduction of greenhouse gases will result from the successful completion of the project? How much energy savings, energy cost savings and greenhouse gas reduction is documented in the proposal? The proposal should describe how these estimates were developed.

VI-D Project Management (15 points)

Who will be responsible for reporting progress to local decision makers and the State? What is the makeup of the project team? Are job titles, descriptions, project roles, resumes and contact information provided?

*VI-E **Multi-purpose Grant** Project Budget and Resource Leveraging (20 points)

Are budget line items and amounts sufficiently described and justified? What is the proposer's strategy for harnessing private and other public resources to maximize the impact of the federal funds to be awarded for this project? Provide evidence of commitment (e.g. letters, board resolutions, other documents) from community & project partners.

*VI-F **LED Demonstration Grant** Project Budget and Resource Leveraging (20 points)

Are budget line items and amounts sufficiently described and justified? What is the proposer's strategy for harnessing private and other public resources to maximize the impact of the federal funds to be awarded for this project? Provide evidence of commitment (e.g. letters, board resolutions, other documents) from community & project partners. Is the required match met or exceeded? (See I-D, page 5)

***Note:** Items VI-A through VI-D apply to **Multi-purpose Grants** and **LED Demonstration Grants**. VI-E applies to the **Multi-purpose Grant** only; and VI-F applies to **LED Demonstration Grants** only.

EISA 2007, SUBHEADING E, SEC. 544. USE OF FUNDS An eligible entity may use a grant received under this subtitle to carry out activities to achieve the purposes of the program, including—

- (1) Development and implementation of an energy efficiency and conservation strategy under section 545(b);
- (2) Retaining technical consultant services to assist the eligible entity in the development of such a strategy, including—
 - (A) Formulation of energy efficiency, energy conservation, and energy usage goals;
 - (B) Identification of strategies to achieve those goals—
 - (i) Through efforts to increase energy efficiency and reduce energy consumption; and
 - (ii) By encouraging behavioral changes among the population served by the eligible entity;
 - (C) Development of methods to measure progress in achieving the goals;
 - (D) Development and publication of annual reports to the population served by the eligible entity describing—
 - (i) The strategies and goals; and
 - (ii) The progress made in achieving the strategies and goals during the preceding calendar year; and
 - (E) Other services to assist in the implementation of the energy efficiency and conservation strategy;
- (3) Conducting residential and commercial building energy audits;
- (4) Establishment of financial incentive programs for energy efficiency improvements;
- (5) The provision of grants to nonprofit organizations and governmental agencies for the purpose of performing energy efficiency retrofits;
- (6) Development and implementation of energy efficiency and conservation programs for buildings and facilities within the jurisdiction of the eligible entity, including—
 - (A) Design and operation of the programs;
 - (B) Identifying the most effective methods for achieving maximum participation and efficiency rates;
 - (C) Public education;
 - (D) Measurement and verification protocols; and
 - (E) Identification of energy efficient technologies;
- (7) Development and implementation of programs to conserve energy used in transportation, including—
 - (A) Use of flex time by employers;
 - (B) Satellite work centers;
 - (C) Development and promotion of zoning guidelines or requirements that promotes energy efficient development;
 - (D) Development of infrastructure, such as bike lanes and pathways and pedestrian walkways;
 - (E) Synchronization of traffic signals; and
 - (F) Other measures that increase energy efficiency and decrease energy consumption;
- (8) Accelerate training of local officials and implementation of revised uniform state building codes and inspection services to promote building energy efficiency;*
- (9) Application and implementation of energy distribution technologies that significantly increase energy efficiency, including—
 - (A) Distributed resources; and
 - (B) District heating and cooling systems;

- (10) activities to increase participation and efficiency rates for material conservation programs, including source reduction, recycling, and recycled content procurement programs that lead to increases in energy efficiency;
- (11) The purchase and implementation of technologies to reduce, capture, and, to the maximum extent practicable, use methane and other greenhouse gases generated by landfills or similar sources;
- (12) Replacement of traffic signals and street lighting with energy efficient lighting technologies, including—
- (A) Light emitting diodes; and
 - (B) Any other technology of equal or greater energy efficiency;
- (13) Development, implementation, and installation on or in any government building of the eligible entity of onsite renewable energy technology that generates electricity from renewable resources, including—
- (A) Solar energy;
 - (B) Wind energy;
 - (C) Fuel cells; and
 - (D) Biomass;

*Note: Activity #8 was modified to meet State of Michigan uniform building code regulation.

EECBG Activities Identified by DOE as NEPA/Categorical Exclusions

From the above list of eligible activities, projects that are within the scope of the following areas are not required to complete a NEPA questionnaire (i.e. Attachment D - Form GO-EF-1).

- Activities #1 – 3
- Activity # 6 (A-E)
- Activities #7A, 7B, 7C, 7E, 7F
- Activities # 8, 9, 10 & 12

Budget Steps for MI EECBG Multi-Purpose Grant Applications (Non-Entitlement Local Governments)

Step 1: For single jurisdiction applicants, enter your U.S. Census 2007 population here: _____. If applicant is a county, subtract entitlement community or tribal populations first and then enter net population above. PROCEED TO STEP 3.

Step 2: For multi jurisdiction applicants, enter the combined 2007 population estimate of the eligible local governments, here: _____

If a county is participating with eligible subunits, enter only the county's net population above. A county's net population is their 2007 U.S. Census estimated population, less the estimated populations of any Entitlement and Native American tribal populations. PROCEED TO STEP 3.

Step 3: Your maximum award amount will depend on your population and whether you are applying as a single applicant city or township, single applicant county, or as a multi-jurisdictional entity. If your population is less than 5,000, you may only apply for \$50,000 if you are a single applicant city or township, and \$55,000 if you are a multijurisdictional entity. **For applicants with populations greater than 5,000, the instructions for calculating your maximum award amount are as follows:** if you are a single applicant city or township, first multiply your population by \$3 and then add \$35,003 to the product. If you are a single-applicant county, multiply your population by \$3.7975 and then add \$31,009 to the product. If you are applying as a multi-jurisdictional entity, multiply your population by \$3.7658 and then add \$36,167 to the product. Round to the nearest whole number. See RFP Attachment B-1 to find your population bracket and maximum grant amount. Check to make sure that your calculated award amount is less than or equal to, but not greater than, the corresponding dollar amount listed in the adjacent Grant Award column. Write your maximum grant award here: \$_____

Budget Steps for MI EECBG LED Demonstration Grant Applications (Non-Entitlement & Entitlement)

Step 1: If you are a non-entitlement jurisdiction applying for this grant, follow the steps above and record your estimated 2007 population or, if a county, net population on the appropriate line below. Eligible entities may only participate in one **LED Demonstration Grant** proposal.

Single applicant population: _____ or Multi-jurisdictional population: _____

Step 2: To determine a non-entitlement jurisdiction's maximum grant for an **LED Demonstration Grant**, subtract your **Multi-purpose Grant** budget from the maximum budget amount, which is \$140,000 for cities/townships and \$650,000 for counties in the appropriate table in the RFP, Attachment B-1. Enter your maximum LED Demonstration Grant amount here: \$_____.

Entitlement communities are eligible to propose any **LED Demonstration Grant** amount from \$50,000 - \$250,000, as long as they can document the required match contribution.

Michigan EECBG Plan for Distributing Funds to Non-Entitlement Communities¹

Single Applicant Grant for Incorporated City or Township

Population Range	Grant Award
0 – 5,000	Minimum & Maximum of \$50,000
5,001 – 9,500	Up to \$63,503
9,501 – 14,000	Up to \$77,003
14,001 – 19,000	Up to \$92,003
19,001 – 24,000	Up to \$107,003
24,001 – 30,000	Up to \$125,003
30,001 – 34,999	Up to \$140,000

Single Applicant Grant for County²

Population Range	Grant Award
5,001 – 10,000	Minimum \$50,000 up to \$68,984
10,001 – 25,000	Up to \$125,947
25,001 – 45,000	Up to \$201,897
45,001 – 70,000	Up to \$296,834
70,001 – 100,000	Up to \$410,759
100,001 – 135,000	Up to \$543,679
135,001 – 163,000	Up to \$650,000

Multi-Jurisdictional Applicant Grant³

Population Range	Grant Award
0 – 5,000	Minimum & Maximum of \$55,000
5,001 – 9,500	Up to \$71,942
9,501 – 14,000	Up to \$88,888
14,001 – 19,000	Up to \$107,717
19,001 – 24,000	Up to \$126,546
24,001 – 30,000	Up to \$149,141
30,001 – 36,000	Up to \$171,736
36,001 – 43,000	Up to \$198,096
43,001 – 50,000	Up to \$224,457
50,001 – 58,000	Up to \$254,583
58,001 – 66,000	Up to \$284,710
66,001 – 74,000	Up to \$314,836
74,001 – 83,000	Up to \$348,728
83,001 – 92,000	Up to \$382,621
92,001 – 100,000	Up to \$412,747
100,001 – 135,000	Up to \$544,550
135,001 – 163,000	Up to \$650,000

¹ Based on U.S. Census Estimated Population of MI Cities & Townships by County. 2000-2007. Numbers in the above tables are estimates for planning purposes to assist communities with sizing their projects to population to be served. A new worksheet was developed and included in the RFP to provide a more accurate tool for applicants to develop grant budgets.

- U.S. Census population estimates for Michigan Cities and Townships can be found at:

http://www.michigan.gov/documents/hal/lm_census_subco0007_241750_7.pdf

- U.S. Census population estimates for Michigan Tribes can be found at:

http://www.michigan.gov/documents/hal/lm_census_caarbs_274541_7.pdf

² Entitlement city & township population will be deducted from non-entitlement county population

³ Eligible multi-jurisdictional applicants must be a non-entitlement city, township or county on behalf of two or more eligible cities, townships or counties that could apply for a single jurisdiction grant but that benefit more from a collaboration.

DEPARTMENT OF MANAGEMENT AND BUDGET, VEHICLE AND TRAVEL SERVICES (VTS)
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED and UNCLASSIFIED EMPLOYEES
RATES EFFECTIVE OCTOBER 1, 2009
MICHIGAN SELECT CITIES *

Meals and Lodging	
Lodging**	\$65.00
Breakfast	8.75
Lunch	8.75
Dinner	21.00

IN-STATE ALL OTHER

Meals and Lodging	
Lodging **	\$65.00
Breakfast	7.25
Lunch	7.25
Dinner	16.50

Per Diem

Total Per Diem	\$76.50
Lodging	45.50
Breakfast	7.25
Lunch	7.25
Dinner	16.50

Group Meetings

Group Lunch	10.25
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OUT-OF-STATE SELECT CITIES *

Meals and Lodging		Contact Conlin Travel for reservations
Lodging **		
Breakfast	11.00	
Lunch	11.00	
Dinner	22.00	

OUT-OF-STATE ALL OTHER

Meals and Lodging		Contact Conlin Travel for reservations
Lodging **		
Breakfast	8.75	
Lunch	8.75	
Dinner	20.50	

Per Diem

Per Diem	\$83.50
Lodging	45.50
Breakfast	8.75
Lunch	8.75
Dinner	20.50

Incidental Costs per day (with overnight stay)	\$2.00
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Mileage Rates -

Standard Rate	\$.399 per mile
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** Lodging available nightly at state rate, or call Conlin Travel (517) 492-1402.

SELECT HIGH COST CITY LIST
TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED and UNCLASSIFIED EMPLOYEES
EFFECTIVE OCTOBER 1, 2009

MICHIGAN SELECT CITIES AND COUNTIES	
CITIES	COUNTIES
Benton Harbor Charlevoix Detroit Mackinac Island Petoskey St. Joseph	All of Wayne All of Oakland

OUT-OF-STATE SELECT CITIES			
STATE	SELECT CITY OR COUNTY AS DEFINED	STATE	SELECT CITY OR COUNTY AS DEFINED
ARIZONA	Sedona Yavapai	MINNESOTA	Minneapolis / St. Paul Hennepin County Ramsey County
CALIFORNIA	Los Angeles (Los Angeles, Orange & Ventura Counties, and Edwards AFB) / Monterey / Napa San Diego / San Francisco Santa Monica / Santa Rosa Yosemite National Park	NEW JERSEY	Cape May / Ocean City
COLORADO	Aspen / Vail	NEVADA	Las Vegas , Stateline Carson City (Douglas County)
CONNECTICUT	Bridgeport / Danbury Lakeville / Salisbury New Haven / New London / Groton	NEW YORK	Floral Park / Garden City Glen Cove / Great Neck Roslyn (Nassau County) Manhattan (the borough of, Manhattan, Brooklyn, Queens, Staten Island) River Head / Ronkonkoma Melville / Smithtown / Huntington Station, (Suffolk County)
DISTRICT OF COLUMBIA	Washington DC (Also the cities of Alexandria, Falls Church, Fairfax & Counties of Arlington, Loudon Fairfax, in Virginia and the Counties of Montgomery and Prince George in Maryland	PENNSYLVANIA	Philadelphia
FLORIDA	Key West / Naples / Palm Beach	RHODE ISLAND	Jamestown / Middletown Newport (Newport County)
ILLINOIS	Chicago (Cook and Lake Counties)	UTAH	Park City (Summit County)
MASSACHUSETTS	Boston (Suffolk County) / Cambridge Martha's Vineyard / Nantucket	VERMONT	Stowe (Lamoille County)
MARYLAND	See District of Columbia Annapolis / Ocean City	VIRGINIA	Alexandria, Falls Church, Fairfax
		WASHINGTON	Seattle
		WISCONSIN	Wisconsin Dells

U.S. DEPARTMENT OF ENERGY
GOLDEN FIELD OFFICE

ENVIRONMENTAL CHECKLIST

(To Be Completed by Potential Recipient)

The Department of Energy (DOE) is required by the National Environmental Policy Act (NEPA) of 1969 as amended (42 U.S.C. 4332(2), 40 CFR parts 1500-1508) and DOE implementing regulations ([10 CFR 1021](#)) to consider the environmental effects resulting from federal actions, including providing financial assistance. Please provide the following information to facilitate DOE's environmental review. DOE needs to evaluate the requested information as part of your award negotiation.

Instructions and Handbook: Terms that appear in blue have more detailed information available to assist you in completing the form. Save the form to your local directory. Leave your internet browser open and open the form in Word from the local directory. Click on the blue term and it will automatically open the handbook at the appropriate place. Click on the back button to return to your form. Or, you may click [here](#) to open the handbook.

PART I: General Information

Project
Title: _____

Solicitation Number: _____

[1.](#) Please describe the intended use of DOE funding in your proposed project. For example, would the funding be applied to the entire project or only support a phase of the project? Describe the activity as specifically as possible, i.e. planning, feasibility study, design, data analysis, education or outreach activities, construction, capital purchase and/or equipment installation or modification.

[2.](#) Does any part of your project require review and/or permitting by any other federal, state, regional, local, environmental, or regulatory agency? ☐ Yes ☐ No

If yes, please provide a list of required reviews and permits in the appropriate item number in Part II.

[3.](#) Has any review (e.g., NEPA documentation, permits, agency consultations) been completed?
☐ Yes ☐ No If yes, is a finding or report available and how can a copy be obtained?

[4.](#) Is the proposed project part of a larger scope of work?
☐ Yes ☐ No If yes, please describe.

Do you anticipate requesting additional federal funding for subsequent phases of this project?

☐ Yes ☐ No

If yes, please describe.

5. Does the scope of your project **only** involve one or more of the following:

- ☐ Information gathering such as literature surveys, inventories, audits,
- ☐ Data analysis including computer modeling,
- ☐ Document preparation such as design, feasibility studies, analytical energy supply and demand studies, or
- ☐ Information dissemination, including document mailings, publication, distribution, training, conferences, and informational programs.

If the scope of your project is **limited to** the block(s) checked above, please skip to Part III, otherwise, continue to Part II.

PART II: Environmental Considerations

Table A. Please indicate if any of the following conditions or special areas is present, required, or could be affected by your project:

Item No.	Description	Yes/No	Specific nature or type of activity or condition. If a consultation, approval, or permit applies, please describe.
1	Clearing or Excavation (indicate if greater than 1 acre)		
2	Dredge and/or Fill . Specify the number of acres involved.		
3	New or Modified Federal/State Permits And/or Requests for Exemptions		
4	Pre-Existing Contamination		
5	Asbestos		
6	Criteria Pollutants		
7	Non-Attainment Areas		
8	Class I Air Quality Control Region		
9	Navigable Air Space		
10	Areas with Special Designation (e.g., National Forests, Parks, Trails)		
11	Prime, Unique or Important Farmland		
12	Archeological/Cultural Resources		
13	Threatened/Endangered Species and/or Critical Habitat		
14	Other Protected Species (Wild Burros, Migratory Birds)		
15	Floodplains		
16	Special Sources of Groundwater (e.g., Sole Source Aquifer)		
17	Underground Extraction/Injection (non-hazardous substances)		

18	Wetlands		
Item No.	Description	Yes/No	Specific nature or type of activity or condition. If a consultation, approval, or permit applies, please describe.
19	Coastal Zones		
20	Public Issues or Concerns		
21	Noise		
22	Depletion of a Non-Renewable Resource		
23	Aesthetics		

Table B. Would your project use, disturb, or produce any chemicals or biological substances? (i.e., pesticides, industrial process, fuels, lubricants, bacteria) If not, skip to Section C.

Please indicate if any of the materials or processes listed below applies.

Item No.	Description	Yes/No	Quantity	Permit required? Type?	<i>Specific type, use, or condition</i>
1	Polychlorinated Biphenyls (PCBs)				
2	Import, Manufacture, or Processing of Toxic Substances				
3	Chemical Storage, Use, and Disposal				
4	Pesticide Use				
5	Hazardous, Toxic, or Criteria Pollutant Air Emissions				
6	Liquid Effluent				
7	Underground Extraction/Injection (hazardous substances)				
8	Hazardous Waste				
9	Underground Storage Tanks				
10	Biological Materials . Indicate if genetically altered materials are involved.				

Table C. Would your project require or produce any radiological materials? If not, skip to Part III.
Please indicate if any of the materials listed below applies.

Item No.	Description	Yes/No	Quantity	Permit required? Type?	Specific nature of use
1	Radioactive Mixed Waste				
2	Radioactive Waste				
3	Radiation Exposures				

Part III: Contact Information

Please provide the name of the preparer of this form and a contact person who can answer questions or provide additional information.

Preparer _____ Telephone Number _____ E-mail Address _____

Contact _____ Telephone Number _____ E-mail Address _____

BUREAU OF ENERGY SYSTEMS / STATE HISTORIC PRESERVATION OFFICE
Application for Section 106 Review

BES/SHPO Use Only					
<input type="checkbox"/> IN	Received Date	_____ / _____ / _____	Log In Date	_____ / _____ / _____	
<input type="checkbox"/> OUT	Response Date	_____ / _____ / _____	Log Out Date	_____ / _____ / _____	
	Sent Date	_____ / _____ / _____			

Submit one copy for each project for which review is requested. This application is required. Please type. Applications must be complete for review to begin. Incomplete applications will be sent back to the applicant without comment. Send only the information and attachments requested on this application. Materials submitted for review cannot be returned. Due to limited resources we are unable to accept this application electronically.

I. GENERAL INFORMATION

☐ THIS IS A NEW SUBMITTAL

- a. Organization Name:
- b. Organization Address (if available):
- c. Municipal Unit: County: Township:
- d. Federal Agency, Contact Name and Mailing Address (*If you do not know the federal agency involved in your project please contact the party requiring you to apply for Section 106 review, not the SHPO, for this information.*):
- e. State Agency (if applicable), Contact Name and Mailing Address:
- f. Consultant or Applicant Contact Information (if applicable) *including mailing address*:

II. GROUND DISTURBING ACTIVITY (INCLUDING EXCAVATION, GRADING, TREE REMOVALS, UTILITY INSTALLATION, ETC.)

DOES THIS PROJECT INVOLVE GROUND-DISTURBING ACTIVITY? ☐ YES ☐ NO (If no, proceed to section III.)

Exact project location must be submitted on a USGS Quad map (portions, photocopies of portions, and electronic USGS maps are acceptable as long as the location is clearly marked).

- a. USGS Quad Map Name:
- b. Township: Range: Section:
- c. Description of width, length and depth of proposed ground disturbing activity:
- d. Previous land use and disturbances:
- e. Current land use and conditions:
- f. Does the landowner know of any archaeological resources found on the property? ☐ YES ☐ NO
Please describe:

III. PROJECT WORK DESCRIPTION AND AREA OF POTENTIAL EFFECTS (APE)

Note: Every project has an APE. For further information on locating an APE visit:

<http://mishporehab.wordpress.com/faq/>

- a. Provide a detailed written description of the project (plans, specifications, Environmental Impact Statements (EIS), Environmental Assessments (EA), etc. **cannot** be substituted for the written description):
- b. Provide a localized map indicating the location of the project; road names must be included and legible.
- c. On the above-mentioned map, identify the APE.

- d. Provide a written description of the APE (physical, visual, auditory, and sociocultural), the steps taken to identify the APE, and the justification for the boundaries chosen.

IV. IDENTIFICATION OF HISTORIC PROPERTIES

- a. List and date **all** properties 50 years of age or older located in the APE. If the property is located within a National Register eligible, listed or local district it is only necessary to identify the district:
- b. Describe the steps taken to identify whether or not any **historic** properties exist in the APE and include the level of effort made to carry out such steps:
- c. Based on the information contained in "b", please choose one:
- ☐ Historic Properties Present in the APE
- ☐ No Historic Properties Present in the APE
- d. Describe the condition, previous disturbance to, and history of any historic properties located in the APE:
-

V. PHOTOGRAPHS

Note: All buildings or structures 50 years of age or older are required to have photographs and must be keyed to a localized map. Faxed or photocopied pictures are not acceptable.

- a. Provide photographs of the site itself.
- b. Photographs are required of the interior of the building or structure if the project entails alterations to the interior.
-

VI. DETERMINATION OF EFFECT

- ☐ No historic properties affected based on [36 CFR § 800.4(d)(1)], please provide the basis for this determination.
- ☐ No Adverse Effect [36 CFR § 800.5(b)] on historic properties, explain why the criteria of adverse effect, 36 CFR Part 800.5(a)(1), were found not applicable.
- ☐ Adverse Effect [36 CFR § 800.5(d)(2)] on historic properties, explain why the criteria of adverse effect, [36 CFR Part 800.5(a)(1)], were found applicable.

Please print completed form and attach to RFP

Bureau of Energy Systems, 611 W. Ottawa, P.O. Box 30221, Lansing, MI 48909

**DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH – BUREAU OF ENERGY
SYSTEMS**

PROJECT MANAGEMENT FORM

FINANCIAL INFORMATION

PROVIDE ALL INFORMATION REQUESTED ON THIS FORM

Name of Financial Contact:

Project Title:

Please check or fill-in response where appropriate.

1. Have you had prior Federal awards? ☐ Yes ☐ No

2. Have you had an outside audit or an A-133 audit? ☐ Yes ☐ No

If yes, please provide most recent copy of the A-133 or outside audit.

INFORMATION FOR DETERMINING COGNIZANT AGENCY/OFFICE

3. Applicant's fiscal year end date is _____

4a. Identify Cognizant **Federal** Agency (agency providing the preponderance of Federal funding), and provide Agency name, a point of contact, phone number, and e-mail.

Agency: _____

Point of Contact: _____

Phone: _____

E-mail: _____

4b. To assist our office in validating Cognizant **Federal** Agency (4a), please provide following information for the five highest dollar award value for current Federal contracts, grants or awards (do not include sub-awards). (State Agencies and Universities can skip 4b)

Contract/Award #	Awarding Agency	Awarding Office	Start Date	End Date	Total Value

5a. If applicant has current DOE awards, identify Cognizant DOE **Office** (office providing the preponderance of DOE funding), and provide DOE office name, a point of contact, phone number, and e-mail.

Contract/Award #: _____

DOE Office: _____

Point of Contact (Contracting Officer): _____

Phone: _____

E-mail: _____

Awarding Agency: _____

5b. To assist our office in validating Cognizant DOE Office (5a), please provide following information for the five highest dollar value awards for current DOE contracts, grants or awards (do not include sub-awards). (State agencies and Universities can skip 5b)

Contract/Award #	Awarding Agency	Awarding Office	Start Date	End Date	Total Value

FINANCIAL MANAGEMENT SYSTEM

To qualify for Financial Assistance, compliance with 10 CFR 600.121 – Higher Education, Hospitals, and Other Nonprofit Organizations, 10 CFR 600.220(b) – State and local Government required or 10 CFR 600.311 – For-Profit Organizations is required. Please check applicable boxes below,

- ☐ The Financial Management System is in compliance with 10 CFR 600.121, 10 CFR 600.220(b), or 10 CFR 600.311.
- ☐ I do not know if my Financial Management System is in compliance with 10 CFR 600.121, 10 CFR 600.220(b), or 10 CFR 600.311. If this block is checked, complete the survey below.

	Accounting System Survey	Yes	No	N/A
1.	Is your Accounting System in accordance with Generally Accepted Accounting Principles applicable to the circumstances?			
2.	Accounting System provides for:			
a.	Segregation of direct costs from indirect costs.			
b.	Identification and accumulation of direct costs by project.			
c.	A logical and consistent method for the allocation of indirect costs to intermediate and final cost objectives (Project is final cost objective).			
d.	Accumulation of costs under general ledger control.			
e.	A timekeeping system that identifies employees' labor by intermediate and final cost objectives.			
f.	A labor distribution system that charges direct and indirect labor to appropriate cost objectives.			
g.	Interim (at least monthly) determination of costs charged to a project through routine posting of books of account.			
h.	Excluding costs charged to Government projects which are not allowable in terms of FAR 31, Contract Cost Principles and Procedures, or other provisions.			
i.	Identification of costs by project line item and by units (as if each unit or line item were a separate project) if required by the proposed award.			
3.	Is the Accounting System designed, and are the records maintained in such a manner that adequate, reliable data are developed for use in developing cost proposals?			
4.	Is the Accounting System currently in full operation?			

Internal Controls Questionnaire

	BUDGETS	Y	N	NA	COMMENTS
1.	Did the company formally adopt a budget for the general fund and all special revenue funds in accordance with state law before the start of the fiscal year?				
2.	Are detailed budget vs. actual reports prepared monthly and reviewed by department heads or others in management?				
	SEGREGATION OF DUTIES				
3.	Are the following accounting functions and duties normally performed by separate employees?				
a.	Physically receipting cash or checks (either by mail or over the counter) and preparing or making bank deposits.				
b.	Authorizing or approving invoices for payment and printing or otherwise preparing checks.				
c.	Handling cash receipts or disbursements and preparing bank reconciliations or having direct access to the general ledger.				
d.	Initiating ACH wire transfers and preparing bank reconciliations or having direct access to the general ledger.				
4.	When staffing constraints require two or more key financial duties to be performed by a single individual, is his/her work reviewed by a responsible official?				
5.	Are employees with key financial responsibilities required to take vacations, with others performing their duties in their absence?				
	CASH HANDLING				
6.	Are authorized bank accounts and check signers periodically approved by the government body?				
7.	Are all cash receipts accounted for sequentially, and filed with supporting documentation?				
8.	Are all bank deposits supported by one of more sequential cash receipts?				
9.	Are cash receipts stored in a physically safe (locked) location until taken to the bank?				
10.	Is access to each petty cash box limited to a single custodian?				
11.	Are petty cash reimbursements periodically reviewed or reconciled by an individual other than the custodian?				
12.	Are completed bank reconciliations reviewed by an individual other than the preparer?				
13.	Are investments managed by a responsible official with knowledge of the company's investment policy?				

	BUDGETS	Y	N	NA	COMMENTS
14.	Are detailed records maintained for all investments regarding purchase date, cost, maturity date, interest rate, etc.?				
15.	Are investment statements reconciled to the general ledger monthly by an individual not responsible for managing the investment?				
	BILLING AND ACCOUNTS RECEIVABLE				
16.	When customers pay bills in person (i.e. at the counter), are they either given a receipt or have their bills stamped as paid?				
17.	Are monthly or quarterly statements sent to all customers?				
18.	Are past due or credit balances reviewed by someone other than the individual responsible for billing before making any adjustments to write-off or refund accounts?				
	PURCHASING AND ACCOUNTS PAYABLE				
19.	Are all purchases supported by either a purchase order or check request, signed by an authorized individual not responsible for preparing checks?				
20.	Are the expense distributions for all purchases reviewed and approved by the department requesting payment?				
21.	Are new vendors approved by someone other than the individual responsible for processing accounts payable?				
22.	Are all checks either (a) hand signed by an authorized individual not responsible for preparing the checks, or (b) if mechanically or electronically signed, is a check register reviewed by an authorized individual not responsible for preparing the checks?				
23.	Is unused check stock stored in a physically safe (locked) location?				
24.	When checks are voided or spoiled, are they stamped VOID and retained?				
	PERSONNEL AND PAYROLL				
25.	Are accounting personnel subject to a background check prior to hiring?				
26.	Are new employees approved by someone other than the individual responsible for processing payroll?				
27.	Are the pay rates of all employees approved annually by the governing body and appropriately documented?				
28.	Do all non-salaried employees prepare timecards, timesheets, or other evidence of time worked?				
29.	Are time and attendance records approved and signed by an appropriate supervisor prior to processing payroll?				

	BUDGETS	Y	N	NA	COMMENTS
30.	Before running payroll checks, is a payroll register reviewed and approved by an authorized individual not responsible for preparing the checks?				
31.	Do employee pay stubs display a detail of hours worked, gross pay, and all withholdings and deductions?				
32.	Are withholding accounts periodically reviewed and reconciled to ensure that all required payments are made on a time basis?				
	INVENTORY				
33.	Are inventories adequately safeguarded against loss, theft, or misuse by being kept in locked enclosures with restricted access?				
34.	Are perpetual inventory records maintained and periodically compared against physical counts.				
35.	Are adjustments to inventory balances (due to loss or spoilage) reviewed and approved by an appropriate individual?				
	CAPITAL ASSETS				
36.	Are detailed capital asset records maintained, including acquisition date, useful life, and historical cost?				
37.	Are capital assets that are susceptible to theft (e.g. vehicles, computers, etc.) appropriately inventoried and monitored throughout the year?				
38.	Are capital asset records reviewed annually by various departmental representatives or additions and disposals?				
39.	Are depreciation schedules updated annually, and reviewed by a responsible official?				
	DEBT				
40.	Are all new borrowings and leases allowable under state law and properly approved by the governing body?				
41.	Does management periodically determine that the government is complying with all applicable debt covenants and other compliance requirements?				
42.	Does an appropriate official oversee the use of bond proceeds to ensure they are only spent on allowable costs and activities?				
	GENERAL LEDGER AND JOURNAL ENTRIES				
43.	Are all balance sheet accounts periodically reviewed and reconciled against supporting documentation and subsidiary ledgers, where appropriate?				
44.	Are all journal entries reviewed and approved by an employee other than the preparer?				

	BUDGETS	Y	N	NA	COMMENTS
45.	Are all journal entries accounted for sequentially, and filed with supporting documentation?				
46a.	Is access to computerized accounting records restricted to authorized individuals (e.g., by using passwords)?				
46b.	If used, is the authorization/password process, permitting access to accounting records, overseen by other than accounting personnel?				
47.	Do software controls prevent accounting transactions from being deleted or modified once posted?				
	GRANT ADMINISTRATION				
48.	Are all new grant agreements properly approved by the governing body prior to requesting funds?				
49.	Are all grant expenditures reviewed by a project manager knowledgeable of the grant requirements to ensure only eligible expenditures are incurred?				
50.	Are all reimbursement requests reviewed by a responsible official to ensure that they are in agreement with the accounting records?				



Proposal Cover Page

Michigan Department of Energy, Labor, & Economic Growth
Bureau of Energy Systems
Energy Efficiency and Conservation Block Grant Program
American Recovery and Reinvestment Act of 2009

<u>NAME OF APPLICANT ORGANIZATION(s)</u>	
<u>CONTACT INFORMATION</u>	
<u>APPLICABLE POPULATION</u> (according to 2007 US Census; also, see Attachment B worksheet):	
<u>Grant Amount Requested</u> \$	<u>Single or Multi-jurisdictional Applicant</u> (circle one)
<u>Multi-purpose or LED Demonstration Grant</u> (circle one)	<u>If Multi-purpose Grant, check activity area(s) that apply:</u>
<u>NEPA (National Environmental Policy Act) GO-EF-1 Questionnaire attached?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Develop an energy efficiency and conservation strategy and/or hire technical consultant services to assist in developing such a strategy. <input type="checkbox"/> Offer residential and/or commercial building energy audits.
<u>SHPO (State Historic Preservation Office) Section 106 Review). Is your building or structure:</u> 1. Fifty years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Listed or eligible for listing on the National Register of Historic Places? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Located in a historic district or eligible historic district? <input type="checkbox"/> Yes <input type="checkbox"/> No If your building or structure is fifty years of age or older you MUST include the Bureau of Energy Systems/SHPO Application for Section 106 Review with supplemental documents requested on the application form. (RFP Attachment E)	<input type="checkbox"/> Create financial incentive programs and mechanisms for energy efficiency improvements e.g. performance contracting, on-bill financing, revolving loans. <input type="checkbox"/> Grants to nonprofit organizations and government agencies for ee retrofits. <input type="checkbox"/> Energy efficiency and conservation programs for buildings and facilities. <input type="checkbox"/> Develop and implement transportation programs to conserve energy. <input type="checkbox"/> Accelerate building codes training and inspections to promote building energy efficiency. <input type="checkbox"/> Apply and implement energy distribution technologies that significantly increase energy efficiency including distributed resources, combined heat and power and district heating and cooling systems. <input type="checkbox"/> Increase participation and efficiency rates of material conservation programs e.g. source reduction, recycling and recycled content procurement programs. <input type="checkbox"/> Purchase and implement technologies that reduce and capture and use methane and greenhouse gases generated by landfills or similar sources. <input type="checkbox"/> Replace traffic signals and street lighting w. energy efficient lighting technologies, including LED and other technology of equal or greater energy efficiency. <input type="checkbox"/> Install renewable energy technology on or in any government building that generates electricity from renewable resources including solar, wind, biomass energy.
<u>In this box, please provide a succinct description of your project's scope:</u>	